

INFORMATION FOR CALIBRATION SERVICE

For calibration service at National Institute of Standards and Technology (NIST), please note the following information should be included in, or in addition to, your purchase order:

Purchase Order No.

1	Description of equipment including manufacturer, model number, and serial number	
		Manufacturer
		Serial No.
		Model No.
2	Information required for the Technical Contact – name, address, and telephone number.	
3	Information required for the person who will be receiving the Calibration Report – name, address, and telephone number.	
4	Information required for the person who will be receiving the Acceptance Form – name, address, and telephone number.	
5	Information required for the Buyer or Purchasing Agent – name, address, telephone number, and FAX number.	
6	Test(s) requested including NIST Service ID No(s).	
7	Billing information required - address and name of contact to direct all invoices.	
8	Information required for the contact for Return Shipment – name, address, and telephone number.	
9	Additional information required for Return Shipment - carrier and account number with method of shipment.	